

St. Francis Xavier Parish

Ministry Resource Guide

Welcome! Within these pages, you will find: 1) A list of the ministries, organizations and resources available through St. Francis Xavier Parish and 2) Opportunities for you to share time and talent throughout the community. Ministries & Organizations are grouped into Liturgy; Adult Formation, Spirituality, and Evangelization; Children and Youth; Outreach and Parish Life. To become more deeply involved in a particular area, please connect with the contact person listed. Questions? Contact the Rectory Office at sfxinlg@sfxlg.org or 708-352-0168.

Thank you for sharing your gifts!

Liturgy

Altar Committee **Contact: Bernadette McMahon**
bbcmahon@comcast.net

This committee cares for altar linens (purificators, altar cloths) and does a light cleaning of the church each week.

Volunteer Time Commitment – Those who attend daily or Saturday mass could easily assist with this committee as often as you are able.

Altar Servers **Contact: Missy Westerhoff**
sfxinlg@sfxlg.org / 708-352-0168

Seventh and eighth grade students from both the SFX Elementary School and the School of Religious Education are eligible to be altar servers. Girls and boys may serve. Before starting as an altar server, students must attend training sessions.

Volunteer Time Commitment - varies

Art & Environment **Contact: Celine Heraty**
cmheraty@gmail.com

This committee is responsible for creating a mood or atmosphere that helps make our worship space a suitable place for liturgy. Through color, texture, and design, a sense of warmth and hospitality is achieved, making St. Francis Xavier an inviting place for all worshippers.

Volunteer Time Commitment – varies. Advent and Lenten preparations take about three hours to set up. Christmas is slightly longer because of decorating the tree. There are many hands needed during Holy Week.

Bereavement Ministry **Contact: Fr. Rich Milek**
rmilek@sfxlg.org / 708-352-0168

The Bereavement Ministry of St. Francis Xavier Parish is made up of generous and caring men and women who have made the commitment to accompany their fellow parishioners through the journey of grief.

Volunteer Time Commitment - Ministers of Consolation are available during the evening and morning hours to attend wakes and funeral liturgies, as well as occasional training and formation sessions.

Children's Liturgy of the Word **Contact: Elis Guidice, Religious Education Coordinator**
eguidice@sfxlg.org / 708-352-4555

Children's Liturgy of the Word Catechists work with the children at the Saturday 5:00 p.m. mass to present and interpret the Gospel in a special way. Catechists escort children (through Grade 1) to Unity Hall, and follow a format of prayer, readings, and discussion until after the petitions, when they return to church. There is always enthusiastic participation on the part of the children.

Volunteer Time Commitment - The time commitment is minimal. A Catechist is scheduled once every 4 or 5 weeks (October through April only). Usually ½ to 1 hour will be needed to study the provided readings and background information, and to develop a plan for the reflection with the children.

Eucharistic Ministers **Contact: George Rutkowski**
grutkowski@aol.com

Eucharistic Ministers are lay persons mandated to assist the priests in distributing the Eucharist at Mass. High School age and above.

Volunteer Time Commitment - Eucharistic Ministers serve at mass according to a published schedule. On average, ministers serve 2x per month.

Funeral Sacristans **Contact: Missy Westerhoff**
sfxinlg@sfxlg.org / 708-352-0168

Funeral Sacristans are special "on-call" adults who serve both as sacristan and altar server, and set up for the Funeral Masses.

Volunteer Time Commitment - Funeral Sacristans are needed with 1-3 day notice, usually for about 2 hours in the morning.

Greeters**Contact: Maggie McMahon**
mmcmahon@sfxlg.org

Greeters are some of the first people to welcome parishioners and visitors to our weekend liturgies. It is a ministry of hospitality.

Volunteer Time Commitment - Greeters arrive 15-20 minutes before each scheduled mass in order to welcome those who attend. They serve at a mass time of their choice, as their schedules allow.

Lay Leaders of Prayer**Contact: Maureen Pipal**
mpipal@sfxlg.org / 708-352-0168

These men and women assist by hosting Word and Communion services when necessary and lead worship at various other prayer services.

Volunteer Time Commitment - several hours approximaely once a month, as your schedule allows. Training provided as necessary.

Lectors**Contact: Susie Lehuta**
lehutams@gmail.com

Lectors read the scripture selections for the weekend liturgies. (High School age and above)

Volunteer Time Commitment - Scheduled based on need and availability at the mass time you select. As often as you are willing. One time training session is required.

Liturgy Planning**Contact: Bernadette Mc Mahon**
bbmcmahon@comcast.net

Four teams of 4-6 parishioners do seasonal and weekly liturgy planning. Our focus is on practical, real-life applications of scripture. Teams meet to reflect on the scriptures for assigned Sundays. Based on that reflection, notes are written for homilists' consideration, prayers are selected/written, general intercessions are written, and an ordo form is submitted. Representatives of each team and the parish staff do seasonal planning for Advent, Christmas, Lent and Easter. We gather to reflect, pray and share our thoughts.

Volunteer Time Commitment - An annual planning schedule is prepared. Teams meet for 90 minutes every six weeks, at a time and place of their choosing, in addition to advance preparation and reflection, post-meeting writing, and organization of the ordo.

Ministers of Care**Contact: Mary Sue and Scott McDonald**
sjmcdonal@yahoo.com

Educated and formed Ministers of Care in our parish bring the gifts of Eucharist and companionship to those living in nursing homes, the permanently homebound, and parishioners who are patients in our local hospitals. Their visits to those who are unable to attend liturgy at church allow these parishioners to remain connected to the parish community in the sharing and celebration of the Eucharist-Jesus present in all of our lives.

Volunteer Time Commitment -variable and can range from 1 hour per week to 3 hours per month. Initial training consists of 12 classroom hours of education/formation in accordance with archdiocesan policy.

Music Ministry**Contact: Allen Sterwalt** Director of Music Ministry
asterwalt@sfxlg.org / 708-352-0168

Singers and instrumentalists of all ages come together to worship the Lord through music. It's a hands-on desire for spiritual growth through community that brings people to this special ministry. We sing with one another and with the parish community in hopes that the Holy Spirit may be found and heard in each one of us. There are numerous opportunities for people of all ages to serve: Cantors, Celebration Ensemble, Gallery Choir, Men's Schola, Resurrection Choir, Spirit Choir, Cherub Choir, SF Choristers, and Instrumentalists.

Volunteer Time Commitment - varies. Please visit the Music Ministry page on the parish website (sfxlg.org) for rehearsal schedule.

Sunday Sacristans**Contact: Steve Eaton**
stevenfeaton@gmail.com

The sacristan carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass. This person undertakes the overall preparation of liturgical celebrations, including all that is needed for special days, such as Ash Wednesday and Palm Sunday.

Volunteer Time Commitment - Sunday Sacristans are scheduled on a rotating basis.

Ushers**Contact: Mike Hattie**
mhattie@sbcglobal.net

Ushers will seat at mass, select individuals/families for the procession of gifts, collect offerings, assist with seating those who require additional assistance, distribute bulletins, and contact appropriate person in emergency situations.

Volunteer Time Commitment - Monthly rotation at a mass time you request.

Wedding Ministry**Contact: Sue Baker**
grandbaker30@gmail.com

Do you want to be part of our greatest Sacrament of unity and love? We serve in teams of two, assisting at wedding ceremonies, arriving one hour prior to the scheduled start time. Duties range from answering questions about the history of the church to helping with last minute details. We assist various participants of the wedding (i.e. Florist, Musician, etc.), including lining up the wedding party for the opening procession. Team members who are Eucharistic Ministers may also help distribute communion.

Volunteer Time Commitment - Approximately two and one half hours per wedding, with an average of 8 assignments per year, always working in pairs. Join us and we'll provide guidance and training in this important Service Ministry of our Parish.

Adult Formation, Spirituality and Evangelization

Adult Faith Formation

Contact: Maggie McMahon
mcmahon@sfxlg.org

This group facilitates or participates in small group discussion and other seasonal faith formation events with the guidance of the Pastoral Associate. *Time commitment varies according to the event and role of the participant.*

Baptismal Prep Team

Contact: Matt Kanzer mkanzer@yahoo.com
Katie Kanzer kkanzer@sbcglobal.net

The team leads the baptismal preparation classes for parents of babies about to be baptized and assists the priests behind the scenes with the baptism ceremonies. This rewarding opportunity is a great chance to welcome new babies to the parish and guide families through this special time.

Volunteer Time Commitment – We provide training and "on-the-job shadowing" to all new volunteers. We meet as a group once or twice per year. We rotate responsibilities individually or couples between the classes (this requires 2 hours on the 4th Thursday evening of each month) and baptism ceremonies (2 hours on the 1st and 3rd Sunday afternoons of each month). Depending on the size of our group, this results in volunteering a couple of hours every month or two.

That Man Is You Men's Group

Contact: Patrick McMahon
patrick.mcmahon65@gmail.com

TMIY Men's Group gathers weekly for a social, video content, and small group faith sharing on the topic of authentic male leadership in a modern context. The group meets for 26 weeks throughout the year, 13 weeks in the fall and 13 weeks in the spring. Meetings last about an hour and a half, and participants are encouraged to join when they can -- even if not every week. Core Team members (who facilitate the group) can expect to commit roughly 12 hours a month during the fall and spring (including the weekly gatherings).

Becoming Catholic (RCIA)

Contact: Susan Lindsay
selindsay22@yahoo.com

RCIA offers an opportunity for adults to become fully initiated into the Catholic Church through the Sacraments of Baptism, Confirmation, and Eucharist. Volunteers are needed to invite and accompany participants to parish events.

Volunteer Time Commitment – As your schedule allows. The process goes from late September/early October until May. Some Sundays are also needed.

Retired Men

Contact: John Carroll
jrcnfamily@aol.com / 708-354-0205

This group offers an informal monthly gathering of retired men of the parish. Its mission is educational, social and spiritual.

Volunteer Time Commitment - monthly meetings and gatherings are 1-2 hours in length.

Senior Women

Contact: Clare Froemel clare.froemel@gmail.com / 708-354-9386
Marge Schwendner mmsnana3@yahoo.com / 708-203-3459

All senior women are welcome. The luncheon requires a reservation with a fee. The meetings are announced in the church bulletin and a reminder is sent by mail.

Volunteer Time Commitment - we meet 4 times a year, 3 in the east rectory meeting room with a speaker of interest. The 4th meeting is a spring luncheon.

SPRED Special Religious Development

Contact: Nancy Kalkowski Friday Group Chair
nancy.kalkowski@gmail.com
Cindy Anderson Saturday Group Chair
cindyaaa@comcast.net

The goal of SPRED is for catechists and friends with special needs to form a community of faith in which everyone experiences the presence of God. We are committed to the belief that every person deserves an opportunity to grow in faith and to be part of our Church community. The SFX SPRED program is specifically designed as a journey in faith for young adults and adults. Children and adolescents are served at other local parishes.

Volunteer Time Commitment – varies. Nancy is the Friday Group Chair; Cindy is the Saturday Group Chair.

Women's Retreat

Contact: Pam Devitt
pamdevitt@yahoo.com

The next Women's Welcome Retreat weekend will take place in February 2023. Please consider sharing faith with other women from SFX at this uplifting weekend of reflection.

Volunteer Time Commitment - Participants at one retreat are invited, but not required to help plan the next.

Children and Youth

Boy/Girl Scout Troop 33

Pam Titzer Committee Chairperson: pamtitzer@sbcglobal.net
Marko Magajne mfmagajne@gmail.com

BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops physical fitness. Involvement in BSA helps build the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes that helping youth is key to building a more conscientious, responsible, and productive society. Troop 33 at St. Francis Xavier Church is sponsored by the SFX Men's Club.

Volunteer Time Commitment - we have weekly Thursday night meetings from 7:30-8:30pm in Joyce Hall and have monthly outings (e.g. campouts and activities). Any adult that is willing to assist with the Boy Scouts is encouraged to volunteer. No previous scouting experience is required.

Confirmation Prep

Contact: Elis Guidice, Religious Education Director
eguidice@sfxlg.org / 708-352-4555

Confirmation Prep begins with catechesis in the 7th and 8th grade religious formation program and concludes with a final retreat in the Fall of Freshman Year followed by the Confirmation celebration the month after the Retreat.

Volunteer Time Commitment varies. New volunteers are sought each spring and summer.

Cub Scout Pack 33

Contact: Brian Lisek
brian.lisek@me.com

We offer outstanding growth experiences for boys by preparing them to make ethical and moral choices over their lifetimes - instilling in them the values of the Scout Oath and the Scout Law. Details about Cub Scout Troop 33 can be found at sfxcubscoutpack33.wixsite.com/ourwebsite.

Volunteer Time Commitment - We have several adult leadership positions that need to be filled. Commitment varies from 6 to 40 hours/year.

Girl Scouts of SFX

Contact: Veronica Ponce School Coordinator
verocxx@gmail.com

Saint Francis Xavier Girl Scouts is an organization dedicated to living by the Girl Scout promise and law while encouraging girls to build self confidence by trying new activities. One of our more popular activities is selling cookies! We have troops at the Daisy, Brownie, Junior and Cadette levels. There are opportunities for adult troop leaders or cookie managers.

Volunteer Time Commitment - varies depending on troop and responsibility

Family & School Association

Contact: Prudence Hopkins
Visit the Day School page at www.sfxlg.org

The St. Francis Xavier Family and School Association, better known as FSA, provides the supportive link between the families and the school. We are comprised of a Board of five couples, 40 different committees, and hundreds of volunteers. All Day School families are members of FSA.

Volunteer Time Commitment varies.

School of Religious Ed. & the Religious Ed. Advisory Board

Contact: Elis Guidice, Director of Religious Education
eguidice@sfxlg.org / 708-352-4555

The School of Religious Education offers both an in-person and online catechesis program. Catechists and catechist aides offer their time and talent to reach the Word of God to our young parishioners. The SFX Religious Education advisory Board helps to support the families registered for Religious Education, the volunteer catechists, and the RE Director. Today, SFX has over 600 students in ten towns. There are 50+ catechists and several aides.

Volunteer Time Commitment - varies. Catechists meet according to RE calendar for the school tyear. The Advisory Board is to meet once a month.

Youth Ministry

Contact: Jenette Teran Coordinator of Youth Ministry
jteran@sfxlg.org

Here at St. Francis Xavier Parish, we are excited about our ministry to our high school age parishioners. This highly energetic ministry allows opportunities for youth to develop relationships with peers through service, fun, and liturgy. Out of these relationships we envision the possibility of faith development, community building, mentoring, and of course, fun. Activities include the CROP Walk, Giving Tree, Soup-er Bowl of Caring, Kairos retreats, Fretus Identity retreat, 6 pm Sunday Liturgy, Speaker Events, Youth Council, and more! Freshmen, Sophomores, Juniors, and Seniors are encouraged to actively participate in all ministries at the 5:00 pm Sunday Liturgy as well as all other Liturgies.

Volunteer Time Commitment - varies.

Parish Life

Baptismal Banners

Contact: Jenny Palmer
jmpislola@aol.com

Members of this ministry make all the baptismal banners for parish baptisms. Each baptismal banner is a special keepsake for the family.

Volunteer Time Commitment – varies according to the number of children being baptized, but requires cutting, sewing, gluing and delivery of banners on a monthly basis.

Back Door Theatre

Contact: Becky Hayes
bechayes@sbcglobal.net

BDT is an ecumenical teen drama ministry. Every summer we write, produce and perform an original Christian play which incorporates musical performances, vocals, dance, set design, costuming, tech support and back stage management. BDT is open to those entering grades 6-10 as performers, and grades 11 & 12 as Teen Assistants. Adults wanting to contribute are welcome.

Volunteer Time Commitment – commitment varies but is generally limited to June and July. Workshops are held Monday and Wednesday evenings.

Catholic Women's Club

Contact: Lindsey Mackenzie
lindseycotter@yahoo.com

All women over the age of 21 who are registered parishioners are in the SFX Catholic Women's Club. Our purpose is to welcome new women into the parish, provide spiritual and social activities for members, encourage participation in parish life, and promote charitable and humanitarian projects on behalf of SFX.

Volunteer Time Commitment – varies with particular activities. You are welcome to become as involved as your schedule allows.

Edythe Gardeners

Contact: Cathy Skokna
cmskokna@att.net

In memory of the many years of gardening and beautification work done by Edythe Skokna, this group aims to beautify the church grounds by creating and maintaining seasonal baskets, refreshing planters, and caring for all plantings on the church grounds.

Volunteer Time Commitment – any and all "green thumbs" are invited to help in any way they can, any or all seasons of the year.

Men's Club

Contact: Matt Hubert
mthubert@gmail.com

The Men's Club is an organization of adult male members of St. Francis Xavier Parish whose purpose is to enhance the spiritual and social life of its members, while providing support to various organizations of the parish and our local community. The SFX Men's Club helps sponsor BEDS, Boy Scouts Pack #33, Cub Scouts Pack#33, Food Pantry, Girl Scouts, Habitat for Humanity, SFX Athletics, along with many other activities.

Volunteer Time Commitment - meets 2nd Tuesday every month, 7:30pm. Social and Spiritual events are scheduled throughout the year.

Toddling Together

Contact: Maggie McMahon
mmcmahon@sfxlg.org

Connecting families with children under age 5.

Youth Ministry

Contact: Jenette Teran Coordinator of Youth Ministry
jteran@sfxlg.org

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Volunteer Time Commitment - varies.

Outreach

All Parish Service Day

Contact: Mary Freeman, Director of Community Outreach
mfreeman@sfxlg.org / 708-352-0168

Annual outreach event to connect parishioners with one another and live the Gospel message of discipleship in our community and Chicagoland.

Volunteer Time Commitment - Team leaders work with an outreach organization to organize a service activity for 10-20 people for approximately 2 hours in early June.

Domestic Violence Outreach **Contact: Denise Carlson**
denise.o.carlson@gmail.com

The Domestic Violence Outreach Ministry formed in 2012 after hearing Fr. Dahm, pastor of St. Pius Church, speak about domestic violence. We strive to bring awareness to this growing problem that represents all ethnicities, incomes and education levels. We partner with St. Cletus and St. John of the Cross parishes.

Volunteer Time Commitment – We meet once every two months, and give special attention to October, which is Domestic Violence Awareness Month.

Elizabeth Ministry **Contact: Megan Moroney**
mmoroney8@netscape.net

Elizabeth Ministers write congratulatory or sympathy notes to new mothers and grieving mothers, host a prayer service/Mass for mothers twice a year, contribute to meal trains for mothers, and volunteer to be conversation partners with women with whom they have similar childbearing experiences. Time commitment is typically less than a few hours per month.

Seasons of Hope Grief Group **Contact: Nancy Gibbons**
gibbons524@yahoo.com

Seasons of Hope Grief Group runs 3-4 times a year for a six-week series of conversation and reflection after the loss of a loved one. Participants commit to about one hour a week for a six-week period, while facilitators commit to 2-3 hours a week for the six-week period.

Family Outreach Ministry **Contact: Ana Dimailig**
apd3@core.com

The Family Outreach Ministry is designed for families to teach children and model the gift of stewardship. Throughout the year different outreach opportunities are offered so that together you and your children can be God's hands and feet in our community.

Volunteer Time Commitment – Each event is about a two hour commitment.

Food Pantry **Contact: Mary Freeman, Food Pantry Coordinator**
mfreeman@sfxlg.org / 708-352-0168

The Pantry's mission is to: (1) provide supplemental nutritious food assistance to those in need in a safe, respectful and prayerful environment and (2) partner with our community through food drives and volunteer opportunities.

Volunteer Time Commitment – Monday and Tuesday mornings and special projects as needed. Donations are always welcome and can be dropped off at the rectory or the side altars in the church.

Fuller Center (Formerly Habitat) **Contact: Bob Albertini**
smc87@sbcglobal.net

The SFX Fuller Center ministry helps to build affordable housing for low income families in Clarksdale, Mississippi. In the process of fulfilling this ministry, SFX parishioners have an opportunity to meet and work with future homeowners.

Volunteer Time Commitment – Volunteers spend one week in Clarksdale during the summer months. We leave SFX early on a Saturday morning and return the following Friday.

Kitchen Angels **Contact: Susie Lehuta**
lehutams@gmail.com

Kitchen Angels reach out to those in need by offering a home-cooked meal. When the parish is made aware of an individual or family who could be helped with one or several meals, a volunteer will contact you to see if you could prepare a meal in the coming week, on an evening that fits your schedule. Everyone has a favorite dish... share one with someone in need!

Volunteer Time Commitment – On average, volunteers are called to supply one meal every 3 months based on requests.

Knights of Columbus **Contact: Mark Azzi**
markazzi@aol.com

The Knights of Columbus is the largest Catholic family fraternal organization in the world. It provides an opportunity for the men of the parish to deepen their faith, while it offers support for families and involvement in community service.

Volunteer Time Commitment – Voluntary monthly business meetings along with voluntary monthly social and service events.

Peace and Justice **Contact: Mary Freeman**
mfreeman@sfxlg.org / 708-352-0168

Peace and Justice Ministry carries out the teachings of Jesus in the Sermon on the Mount; to work for peace and justice in our community, the world and on behalf of all creation; to involve the parish and the broader community in this mission; and to create awareness through education, dialogue and action. All are welcome to join at any time.

Volunteer Time Commitment – Meets on the first Wednesday of each month, 7:15-8:30pm in the rectory.

Prayer Shawl Ministry **Contact: Mary Elyn Witt**
mewittlagrange@yahoo.com

Members of this ministry knit and crochet prayer shawls intended to provide comfort for the recipients. We also make baby blankets for several ministries and warm scarves and hats for the BEDS program and SFX food pantry. Ways to become involved include knitting or crocheting, donating supplies (yarn and ribbon), making a monetary contribution for supplies, and praying for all involved.

Volunteer Time Commitment - crafting is primarily done at home on your own time and at your own pace, but the group also meets in Unity Hall on the 4th Wednesday of each month, 7-8pm.

St. Vincent DePaul Society**Contact: Pat Murphy**

ptmnrj2@yahoo.com

Vincetians are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection, mutually supportive gatherings and adherence to a basic Rule. Locally, the St. Vincent de Paul Society helps individuals and families address the needs and requirements of everyday life: food, clothing, shelter.

Volunteer Time Commitment – We meet on the first Monday of each month from 7:00-8:00pm in the rectory. In addition to the meetings, approximately 2 hours every other month is required to help those in need.

Welcome Committee**Contact: Laura Duelm / Maggie McMahon**

lauraduelm@hotmail.com / mcmahon@sfxlg.org

Our goal is to welcome new parishioners by attending a dinner answering any questions and helping them to connect to any other ministry or group that may interest them.

Volunteer Time Commitment - help make calls and plan simple get-togethers as needed.